



## Policies & Procedures Manual

<b>Policy Number:</b> SF-0003	<b>Issued/Revised:</b> July 1, 2014
<b>Policy Section:</b> General	<b>Policy Owner:</b> School Finance
<b>Subject:</b> AOI Participation	

### I. INTRODUCTION:

According to Arizona Revised Statutes (A.R.S.) § 15-808, Arizona Online Instruction (AOI) shall be instituted to meet the needs of pupils in the information age. The State Board of Education and the State Board for Charter Schools have the authority to approve school districts and charter schools for AOI participation<sup>1</sup>.

### II. PURPOSE:

The purpose of this guideline is to clarify AOI statutory requirements regarding AOI participation, enrollment, CTDS number, Average Daily Membership (ADM), instructional program schedule, daily log, full-time student equivalency for funding and attendance.

### III. GUIDELINE:

2009 Ariz. Sess. Laws, Ch. 95, § 27, amended A.R.S. § 15-808 and renamed the Technology Assisted Project-Based Instruction program to AOI. Traditional public schools must be selected by the State Board of Education and charter schools must be sponsored by the State Board for Charter Schools to be online course providers or online schools. The state boards must jointly develop standards for the approval of online course providers and online schools.

According to A.R.S. § 15-808, each new school that provides online instruction shall provide online instruction on a probationary status. After a new school that provides online instruction has clearly demonstrated the academic integrity of its instruction through the actual improvement of the academic

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<sup>1</sup> The following State Board of Education and State Board for Charter Schools links provide standards for approval for online course providers and online schools:

- 1) <http://www.azed.gov/state-board-education/files/2013/07/aoi-2014-2015-application.pdf>;
- 2) <http://www.asbcs.az.gov/userfiles/file/Arizona%20Online%20Instruction%20Program%20of%20Instruction%20Amendment%20Request%2010-2012.pdf>;
- 3) [http://www.asbcs.az.gov/school\\_resources/notification\\_forms.asp](http://www.asbcs.az.gov/school_resources/notification_forms.asp); and
- 4) <http://www.asbcs.az.gov/userfiles/file/final-revised-scoring-rubric.pdf>

performance of its students, the school may apply to be removed from probationary status. The State Board of Education or the State Board for Charter Schools shall remove from AOI any probationary school that fails to clearly demonstrate improvement in academic performance within three years measured against goals in the approved application and the state's accountability system.

Students enrolled in the AOI are subject to the same testing requirements as students attending any public school in Arizona (See A.R.S. § 15-741 et seq.). Upon enrollment, the school shall notify the parents or guardians of the pupil of the state testing requirements. If a pupil fails to comply with the testing requirements and the school administers the tests to less than 95% of the pupils in AOI, the pupil shall not be allowed to participate in AOI.

Pursuant to A.R.S. § 15-808, students do not accrue absences when enrolled in an AOI. AOI governing boards may adopt policies and procedures to ensure continued student participation in the AOI.

#### **ENROLLMENT**

All pupils who participate in an AOI shall reside in the state of Arizona. Enrollments shall be submitted to the Arizona Department of Education's Student Accountability Information System (SAIS) with a calendar track of zero. Attendance shall be submitted in minutes.

#### **CTDS NUMBER**

For funding and documentation purposes, all entities must obtain a unique CTDS number in order to provide AOI.

#### **AVERAGE DAILY MEMBERSHIP**

Pursuant to A.R.S. §§ 15-808 and 15-901, the ADM of a student enrolled in a school district or charter school and also participating in AOI may not exceed 1.0. Enrollment in a JTED may allow students to generate combined ADM greater than 1.000, not to exceed 1.750. For students enrolled in AOI and non-AOI schools, SAIS allows concurrent membership for students enrolled in one or more non-AOI schools and one or more AOI schools. For students enrolled in an AOI and either a school district or charter school, the AOI instructional time logged by the student shall be reported to SAIS using the CTDS number for the AOI school attended. AOI instructional time logged shall not be reported as time spent by the student in non-AOI courses in a school district or charter school.

ADM is calculated following two methods throughout the year depending on (1) whether the student is still receiving instruction OR (2) the student has withdrawn or the school year has ended.

### Method 1: Receiving Instruction

This method is applied to a student who is currently receiving instruction from the AOI school.

Following this methodology, an estimate of the completed portion of the required annual instructional hours is derived by determining whether the student has met the Average Daily Required Instructional Time. The Average Daily Required Instructional Time is the number of minutes of attendance the student would need to average each day to meet the full time equivalency of Required Instructional Time.

ADM shall be calculated following these steps:

Step 1: Calculate **Actual Average Daily Instructional Minutes Received** as

$$\frac{\text{Total submitted attendance minutes}}{\text{Number of days of instruction logged as reported in SAIS}}$$

Step 2: Calculate **ADM** as

$$\frac{\text{Actual Average Daily Instructional Minutes Received}}{\text{Average Daily Required Minutes}}$$

ADM is not to exceed the reported FTE.

The required annual instructional time for Kindergarten programs and grades 1 through 12 per A.R.S. §§ 15-808 and 15-901 are as follows:

Grade Range	Annual Instructional Hours Required	Annual Instructional Minutes Required	Average Daily Required Minutes
KG Programs	356	21,360	119
1-3	712	42,720	238
4-6	890	53,400	297
7-8	1,000	60,000	333
9-12	900	54,000	300

### Method 2: Completed Instruction

This method is applied to a student who is no longer receiving instruction from the AOI school, whether that is a result of the student's withdrawal or the completion of the school year.

Following this methodology, ADM shall be calculated by dividing the total instructional time in the daily log and submitted to SAIS by the required annual instructional time per A.R.S. § 15-901 as:

$$\frac{\text{Total Instructional Minutes Received}}{\text{Annual Required Instructional Minutes}}$$

ADM is not to exceed the reported FTE.

### **INSTRUCTIONAL PROGRAM SCHEDULE**

AOI schools should not submit calendars to define the instructional calendar of their school year as all days from July 1 to June 30 are considered days in session per A.R.S. § 15-808.

### **DAILY LOG**

AOI schools shall maintain a daily log for each pupil who participates in AOI. The daily log shall describe the amount of time spent by each pupil participating in AOI on academic tasks. The daily log must list in minutes the amount of time spent on academic tasks for each course in which the student is enrolled. Pursuant to A.R.S. 15-808, the daily attendance for each student shall be determined based on the instructional time reported on the student's daily instructional log.

An AOI school shall provide each parent/guardian of a student enrolled in AOI with a copy of the daily log along with instructions for completing the log. The school shall maintain a "sign-off" log that documents that the parent/guardian received the daily log and instructions. The log shall be completed daily by the parent/guardian and filed weekly with the school. Each log filed with the school shall be signed by a school staff person as to the date the log was received and who at the school received the log.

The daily logs shall be available for examination by authorized State or other officials. The logs may be kept in either electronic or paper format. The school shall maintain these daily logs for four fiscal years.

The AOI school shall use the instructional hours as reported in the daily log to determine ADM. The school shall develop and utilize a data flow chart or audit trail to demonstrate and document how the minutes information from the daily log results in the information reported to SAIS for ADM calculations. All logs shall be compiled by the school. The school shall develop and utilize procedures to demonstrate that the school compiled the student logs.

If the school is able to track a student's instructional hours systemically and generate a report of those hours, such a report may be used in place of a parent/guardian-completed log. If utilizing such a report to generate student daily log information, the school shall develop and utilize procedures that demonstrate and document that the time reported is accurate and reliable.

Listed below is a sample daily log that AOI schools can use to help ensure compliance with AOI requirements.

#### **SAMPLE Daily Log**

School				CTDS #				
AOI								
Student Name			SAIS ID			Grade		
John Doe			123456789			12		
Course	Minutes							Total Minutes
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1 Math I								
2 History								
3 Science								
4 Art								
5								
6								
Total								
Parent Signature				Date				
Staff Signature				Staff Received Date				

#### **FULL-TIME STUDENT EQUIVALENCY FOR FUNDING**

2010 Ariz. Sess. Laws, Ch. 174, § 11 amended A.R.S. § 15-808 to reduce the funding levels for AOI pupils to a percentage of those defined for other pupils.

Pupils who are enrolled full-time in AOI shall be funded for online instruction at 95% of the Base Support Level that would be calculated for that pupil if that pupil were enrolled as a full-time student in a school district or charter school. Pupils who are enrolled part-time in AOI shall be funded for online instruction at 85% of the Base Support Level that would be calculated for that pupil if that pupil were enrolled as a part-time student in a school district or charter school.

For all students, each AOI operator must collect and maintain, for audit purposes, an Intended Full Time Equivalency Enrollment Statement from the parent or guardian of each pupil at the time of enrolling in the AOI. The document must indicate the number of courses the student is enrolling in or intends to enroll in over the course of the year. The intended course enrollment shall be used to determine the high school student's initial reported FTE. Documentation for changes in FTE shall also be maintained. The Intended Full Time Equivalency Enrollment Statement shall be maintained by the school for four fiscal years.

Immediately following the student's withdrawal or after the end of the school year, the actual FTE for each student enrolled in an AOI during the year shall be re-determined based on the actual number of courses each student enrolled in and participated in throughout the enrollment. This change in FTE will impact only the funding level for the student (85% or 95% of the BSL). Determination of the ADM will continue to be calculated by dividing the instructional hours logged and reported by the instructional hours required. FTE corrections shall be submitted by the SAIS data submission deadline in each July, as specified by School Finance.

The following table illustrates the FTE requirements for full-time and part-time students in AOI:

<b>Kindergarten Programs: 346 hours</b>				
<b>Grade</b>	<b>1.0 FTE</b>	<b>.75 FTE</b>	<b>.50 FTE</b>	<b>.25 FTE</b>
Grades 1-3	712 hours and 4 subjects	534 hours and 3 subjects	356 hours and 2 subjects	178 hours and 1 subject
Grades 4-6	890 hours and 4 subjects	668 hours and 3 subjects	445 hours and 2 subjects	223 hours and 1 subject
Grades 7-8	1,000 hours and 4 subjects	800 hours and 3 subjects	500 hours and 2 subjects	250 hours and 1 subject
Grades 9-12	900 hours and 4 subjects	675 hours and 3 subjects	450 hours and 2 subjects	225 hours and 1 subject

Students must be enrolled in an instructional program as required under R7-2-301 (K-8), and R7-2-302 (9-12).

### **ATTENDANCE**

For students enrolled in an AOI school, participation in instructional time during any hour of the day any day of the week from July 1 to June 30 may count toward the AOI calculation of ADM.

Instructional time shall be reported to ADE in the form of minutes of attendance.

An AOI school shall submit student attendance transactions to SAIS. These transactions will include minutes attended (participated) in the AOI. The rules for submitting attendance are as follows:

- Attendance transactions may be submitted for:
  - An individual day in which the student has participated in instructional time, or
  - A date range, not to exceed a one week period beginning on Sunday and ending on Saturday, in which the student has participated in instructional time.
- If submitting for a date range, SAIS will assume that every day in the date range will have the same number of minutes of instruction.

Based on these rules, here are two examples of how data could be reported for a student who logs instructional time on Sunday, Monday and Saturday:

- The attendance may be reported with one transaction per day, with three individual transactions and instructional minutes reported for Sunday, Monday and Saturday's logged minutes.
- The attendance may be reported in two separate transactions, with one transaction covering both Sunday and Monday and the total number of minutes participated for those two days and a second transaction covering just Saturday's instruction. .

Attendance transactions may be submitted for any day July 1 through June 30.